

# Authorization to Release Help Guide

## Steps for Student

1. Log into Student Center
2. Scroll down to the Personal Information section
3. Click on the Authorize to Release link

**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#)  
[Authorize to Release](#)

**Contact Information**

<a href="#">My mailing address</a> 200 Maritime Academy Dr. Vallejo, CA 94589-1795	<a href="#">My home address</a> 200 Maritime Academy Dr. Vallejo, CA 94590
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4. Read the information and instructions provided on the page
5. Complete the information for each person that access should be given.
  - a. 4 digit access code
    - i. Is created and assigned by the student
    - ii. Cannot start with a zero
    - iii. Must be numeric
    - iv. Can be the same for all users
  - b. Check the appropriate box for each department to release information

**Authorization to Release your Information to your Designee**

* First Name	* Last Name	* Access Code	Academic Records	Student Financial Services	Financial Aid	Admissions	Housing	All Departments	
John	Smiley	1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

6. Click Save
  - a. if any of the following fields are empty, correct and click save
7. Click OK
8. Share the access code with the designee